



## Endorsement of Education Application Form, 2021

The NZ College of Primary Health Care Nurses (NZNO) supports continued nursing education (CNE) providers to ensure our members have access to a library of quality courses, conferences, workshops and online activities that are relevant to primary health care nursing. This in turn supports members to meet their continuing professional development (CPD) requirements as per Nursing Council NZ (NCNZ) of minimum of 60 hours over a 3-year period (NCNZ 2008).

The NZCPHCN supports applications for endorsement of CNE, which indicates the college has reviewed a CNE activity to ensure it meets the quality criteria of the college.

The criteria for the quality standard are given below:

1. The content of the CNE provided is relevant and useful to primary health care nursing in New Zealand.
2. The content of the programme is accurate, up to date and based on evidence of best practice.
3. The provider ensures all endorsed CNE events conducted provide a balanced coverage of issues and contain no professional or commercial bias.
4. Activities and events are developed according to sound educational principles.
5. The provider has a system for monitoring the event, for gaining feedback that can be used to improve future activities.
6. The provider has a system for recording and certifying event participation.
7. The NZCPHCN do not charge for endorsement of CNE.

Following successful endorsement, the NZCPHCN will:

- Promote endorsed activities via the College website ([https://www.nzno.org.nz/groups/colleges\\_sections/colleges/college\\_of\\_primary\\_health\\_care\\_nurses](https://www.nzno.org.nz/groups/colleges_sections/colleges/college_of_primary_health_care_nurses))
- Provide to endorsed provider the Colleges' logo when advertising an event.

Endorsement will be valid for 2 years for short courses, repeat seminars and workshops provided that no changes are made to the activity within this timeframe. For single events e.g. a conference, endorsement will only be valid for the duration of the event. If re-endorsement is required, the activity will need to be reviewed by the College.

The College's Professional Practice Committee (PPC) will review all applications. Should the PPC choose not to endorse a particular event/activity this decision can be reviewed, upon request, with submission of further documentation.

Please send application to [NZCPHCNsecretary@gmail.com](mailto:NZCPHCNsecretary@gmail.com)

**Date adopted:** June 2021

**Reviewed:** March 2020

**Review date:** June 2025

**Correspondence to:** [nurses@nzno.org.nz](mailto:nurses@nzno.org.nz)

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**Mission statement**

NZNO is committed to the representation of members and the promotion of nursing and midwifery.

NZNO embraces Te Tiriti o Waitangi and works to improve the health status of all peoples of Aotearoa/ New Zealand through participation in health and social policy development.

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## Application Form:

### Details of Applicant

Name of Organisation: .....

Name of Coordinator or Contact Person: .....

Address: .....

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Phone .....

Email .....

Have you previously received endorsement from the College for any other events?  
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If yes what was the outcome of the evaluation of the event?  
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Name of Coordinator/Facilitator and qualifications (attach CV)  
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Name(s) of Guest Speaker(s) and qualifications (attach CV)  
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**Details of Educational Event**

Title of proposed event: .....

Proposed date: .....

Proposed duration of event: .....

Is this a “one-off” event or to be repeated in other regions?  
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Proposed venue: .....

Does venue comply with current health and safety regulations?  
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Does the venue have appropriate audio-visual and learning resources?  
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What number of attendees are you anticipating? .....

Number of professional development hours to be awarded: .....

Will a certificate of attendance with PD hours shown be available to attendees?  
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**Event/Programme Content**

Please give a brief description of the event/programme  
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Please outline the expected learning outcomes of the event/programme

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Please describe the relevance of the programme to improving nursing outcomes in primary health care

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Has the programme been developed in partnership with specialist clinical staff/key stakeholders? (Please name)

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Please provide evidence the programme is evidence based/best practice and content is current

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**Online course/study**

Please provide the link to proposed programme

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Has your online programme been tested for accessibility / readability / clear language, user friendly lay-out and logical flow?

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How do participants access assistance if required during the duration of the online programme?

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What are the learning assessment processes for your online programme?

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**Evaluation of event/programme**

It is a requirement that you provide a copy of the course evaluation form that you are planning to use. Please attach